



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	11-16-10	AGENDA REQUEST NO:	VII-B
INITIATED BY:	KAREN DALY ASSISTANT CITY MANAGER	RESPONSIBLE DEPARTMENT:	ASSISTANT CITY MANAGER
PRESENTED BY:	KAREN DALY ASSISTANT CITY MANAGER	DEPARTMENT HEAD:	KAREN DALY <i>kcd</i>
		ADDITIONAL DEPARTMENT HEAD (S):	N/A
SUBJECT / PROCEEDING:	ADOPTION OF STREETSCAPE POLICY		
EXHIBITS:	DRAFT POLICY		
CLEARANCES		APPROVAL	
LEGAL:	N/A	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	N/A	ASST. CITY MANAGER:	KAREN DALY <i>kcd</i>
BUDGET:	N/A	CITY MANAGER:	ALLEN BOGARD <i>Allen Bogard</i>
BUDGET			
EXPENDITURE REQUIRED: \$		N/A	
CURRENT BUDGET: \$		N/A	
ADDITIONAL FUNDING: \$			
RECOMMENDED ACTION			
Review the policy establishing a maintenance standard for streetscapes in the City's rights-of-way.			

EXECUTIVE SUMMARY

One of the City's FY10 Strategic Projects was the creation of a comprehensive streetscape policy. The appearance of the City's streetscapes has become a signature identifying element for Sugar Land residents and businesses. In accordance with the Comprehensive Plan Goal of Safe and Beautiful City, the City has created standards for the physical appearance of the streetscapes in Sugar Land. Begun in 2004 as a strategic project, many related policies have been adopted: Streetlight Reimbursement Policy, Urban Beautification Policy, Tree Trimming Policy, Streetlight Banner and Flag Policy, Design Standards, Landscape Master Plans and Water Cost Share Program. All of these policies and programs impact the appearance and maintenance of the City's rights-of-way.

As the City's street network continues to grow, the need to ensure standards for landscaping, lighting, entryways, tree replacement, ROW use, irrigation management, screen walls, signalization, and maintenance becomes more evident. This policy gives guidance to the construction and maintenance of the City's streetscapes.

At the July 27, 2010 City Council Workshop, several comments were made regarding the draft policy. Comments included meeting with the impacted HOAs as well as developing a transition plan for phasing in the new financial obligations. These changes were then introduced to the impacted homeowner associations (HOAs). Since the City views the HOAs as partners in maintaining the City's ROW, drafts have continued to be periodically shared with them for comments and questions.

The attached policy provides for equitable distribution of the City's Landscape Reimbursement Program along Signature routes, an emphasis on water conservation, and a consolidation of a variety of policies to help staff design and plan for future improvements. The policy also includes a transition plan that will ease the financial impact to the City as well as to the HOA's that will see decreases in the reimbursement levels.

EXHIBITS

POLICY NUMBER _____
Date Adopted _____
Date Effective _____

RESOLUTION NO. ##-##

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS ADOPTING A STREETScape POLICY ESTABLISHING STANDARDS FOR THE BEAUTIFICATION, LIGHTING, LANDSCAPING AND MAINTENANCE OF THE CITY'S RIGHTS-OF-WAY; REPEALING RESOLUTION NO. 08-10 ADOPTING THE URBAN BEAUTIFICATION POLICY; REPEALING RESOLUTION NO. 02-28 ADOPTING THE PUBLIC LANDSCAPE WATER COST SHARE PARTICIPATION PROGRAM; AND REPEALING STREET LIGHT REIMBURSEMENT POLICY NO. 8000-07.

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That Resolution No. 08-10 adopting the Urban Beautification Policy is repealed.

Section 2. That Resolution No. 02-28 adopting the Public Landscape Water Cost Share Participation Program is repealed.

Section 3. That Street Light Reimbursement Policy No. 8000-07 is repealed.

Section 4. That the City Council adopts the following Streetscape Policy establishing beautification, lighting, landscaping and maintenance standards for the public rights-of-way:

**CITY COUNCIL
STREETScape POLICY**

PURPOSE

The purpose of this Streetscape Policy (Policy) is to establish uniform standards for the beautification, lighting, landscaping and maintenance of City rights-of-way (ROW). As the City's street network continues to grow, the need to ensure ROW standards for landscaping, street lighting, entryways, tree management, use, irrigation management, screening, traffic signals and poles, beautification, and maintenance becomes more evident.

SCOPE

The appearance of the City's streetscapes has become a signature element for Sugar Land residents, businesses, and visitors. In accordance with the City's Comprehensive Plan's goal of a Safe and Beautiful City, the City has worked on creating standards for the physical appearance of the streetscapes in Sugar Land. Since 2004, the City Council has adopted many related internal policies: Urban Beautification Policy, Tree Trimming Ordinance, Streetlight Banner and Flag Policy, Design Standards, Landscape Master Plans and Public Landscape Water Cost Share Participation Program. All of these policies and programs impact the appearance and

maintenance of the ROW. The City is also pursuing a Tree City USA designation in recognition of the importance that the City's trees have played in Sugar Land's identity. As the City's treescape ages and requires replacement and rejuvenation, the philosophy regarding the installation of diverse species as well as less uniform, standard planting alignment will begin to be evident.

This Streetscape Policy replaces the following policies:

- (1) Urban Beautification Policy adopted by Resolution No. 08-10 (Policy No. 4000-05);
- (2) Public Landscape Water Cost Share Participation Program adopted by Resolution No. 02-28 (Policy No. 8000-08); and
- (3) Street Light Reimbursement Policy (Policy No. 8000-07).

DEFINITIONS

Drainage Easement – an attachment to a property deed which states that access to part of the property is given to a third party, usually a municipality, for the purpose of maintaining drainage. The drainage easement may include a culvert or drain which feeds into a drainage system or the easement may simply state that runoff needs to be allowed to flow freely over an area of the property. The easement cannot be lifted from the deed unless there are special circumstances, and it will be associated with the deed even when it is transferred or sold.

Hardscape - In regard to landscape development, refers to structures and features such as walls, fences, paving, signs, site furnishings.

Xeriscape - quality landscapes designed to conserve water and protect the environment and are adaptable to local conditions and which are drought tolerant. The principles of Xeriscape include planning and design, appropriate choices of plants, soil analysis which may include the use of solid waste compost, efficient irrigation, practical use of turf, appropriate uses of mulches, gravel or rocks and proper maintenance.

CATEGORIES

To distinguish among the various streetscape treatments along the City's roadways, four categories are established to delineate the different landscape and maintenance standards that are utilized. Those four categories are:

Imperial – This category is designated for the streetscape treatments of areas directly adjacent to interstate and state highways. Ultimately designed for harsh conditions, these areas provide a dramatic green aesthetic to an area where high volumes of traffic travel at higher speeds. These roadways are US Highway 59, State Highway 90A, and State Highway 99.

Highway 6 – Because infrastructure features on State Highway 6 are a hybrid of both the Imperial and Signature categories, State Highway 6 has its own designation. This designation reflects the important role State Highway 6 plays as the major corridor for the City.

Signature – The heavily travelled boulevard streets in the City have become Sugar Land's trademark. These streets make it easy to distinguish which neighborhoods are located in the City limits. Signature routes are Austin Parkway Blvd., Brooks Street Commerce Green, Commonwealth, Dulles Avenue, Dairy Ashford, Eldridge Road, First Colony Blvd., Jess Pirtle

Road, Lexington Blvd., Settlers Way Blvd., Sugar Creek Blvd. from 59 to Country Club, Sugar Lakes Blvd., Sweetwater, University Blvd., West Airport, and Williams Trace Blvd.

Classic – The Classic category is entryways into neighborhoods and esplanades along collector streets that are traditionally landscaped by the adjacent homeowner associations as an entry feature and amenity for subdivisions. It is also reserved for drainage easements maintained by the City.

POLICY

The City is the chief steward of the ROW and is responsible for maintaining all public infrastructure within the ROW. The ROW contains many utilities and system improvements. Coordination and standardization helps manage and protect the public investment located in the ROW.

- A. **Street Lighting** - The installation of street lighting is mandatory along all streets within the City limits and the City's extraterritorial jurisdiction in accordance with the City's Development Code and Design Standards. All street lighting systems must include only light fixtures available to the City through CenterPoint Energy Houston Electric (CenterPoint). Street lighting must be placed in accordance with, and must operate at, the photometric intensity recommended by the City's electric service provider in accordance with the Illumination Engineering Society (IES) and the City's Design Standards. Installation of private lighting systems within the ROW or right-of-way within the City's extraterritorial jurisdiction is not allowed. As replacement of grandfathered systems is needed, all systems must be replaced with CenterPoint's systems. For private lighting systems existing on the date of adoption of this Streetscape Policy, a policy for reimbursement is attached as Appendix A.

Imperial: The City owns private lighting systems located along the major highways in Sugar Land. These systems are maintained by the City and have been approved by the Texas Department of Transportation (TxDOT).

Hwy 6: The lighting along State Hwy 6 will be the black decorative street lights according to the City's Design Standards as approved by TxDOT.

Signature: Two standard lighting systems, approved by CenterPoint, are allowed in the ROW: a black decorative 30' cobra head system and a black decorative 12' lamppost system.

Classic: Two standard lighting systems, supplied by CenterPoint, are allowed in the ROW: a standard 30' cobra head system and a standard 12' noncobra lamppost system.

The City will allow outside entities to request a changeout from the standard lighting system. If approved, the requesting party is responsible for all costs associated with the planning, design, and construction of the new lighting facilities, including all costs associated with additional lights that may be required to keep lighting levels at the City's standards. The requesting party may apply for funding assistance under the City Council Policy--City Participation with Community-Based Organizations in Joint Capital

Improvement Projects adopted by Resolution No. 02-29-A. If the City's annual budget for replacement of CenterPoint lighting becomes available for residential changeouts, the City may use it to help outside entities offset associated changeout costs. Upon changeout, the City is responsible for the operational and maintenance costs associated with the lighting system.

- B. **Landscaping** – Each classification of streetscape – Imperial, Highway 6, Signature, and Classic – has unique levels of landscaping and maintenance. The following defines the distinctive characteristics of each level:

Imperial - Roadways designated as the Imperial category will include shade trees, ornamental trees, large shrub masses, climbing vines on walls, flowering plants for seasonal interest, ground cover plants, and ornamental grasses. The plantings will be designed in curvilinear/freeform spacing to allow for the loss of trees or plants without leaving an obvious gap in the planting. Plants shall be selected for hardiness, low maintenance, and low water requirements. Planting beds and trees, but not turf, will be irrigated with drip line or spray heads. The City is responsible for design, construction, and maintenance of the landscaping and irrigation.

Maintenance will be performed at 44 cycles per year and will include mowing, trimming, edging, weed control, insect control, disease control, litter pick-up, fertilization, tree trimming, plant pruning, irrigation water monitoring and irrigation repair. The irrigation system will have remote access and central control.

Highway 6 – The Highway 6 category will include shade trees, ornamental trees, minimal shrub and ground cover plantings primarily near intersections, and possible vines on sound walls. The City or another entity, such as a developer, homeowners' association (HOA), property owners' association (POA) or other entity, may be responsible for the design, construction or maintenance.

Maintenance will be performed at 44 cycles annually and will include mowing, trimming, edging, litter pick-up, weed control, tree trimming, plant pruning, irrigation water monitoring, and irrigation repair. Irrigation of Highway 6 can include drip or spray irrigation of trees, shrubs, and turf. The irrigation system may have remote access and central control by the City, HOA, POA, or other entity

This level includes a number of roads with regularly-spaced lines of trees along the parkway or in the medians. Often trees will be missing in the tree line because of death of the tree from vehicle crashes, road or utilities repair, addition of turn lanes, or disease or natural causes. Trees that are missing will be replaced if funding can be secured through insurance claims or contractor replacement as a result of the contractor's road or utility work. Replacement planting will incorporate the new tree planting philosophy of diversity and less uniform planting lines.

Signature - Roadways designated in the Signature category will include shade trees, ornamental trees, minimal shrub and ground cover plantings primarily near intersections, and possible vines on sound walls. The City or another entity, such as a developer, HOA, POA or other entity, may be responsible for the design, construction, and maintenance, and irrigation at the Signature level.

Maintenance will be performed at 42 cycles annually and will include mowing, trimming, edging, litter pick-up, weed control, tree trimming, plant pruning, irrigation monitoring, and irrigation repair. Irrigation of Signature level roads may include drip or spray irrigation of trees, shrubs, and turf. The irrigation system may have remote access and central control by the City. However, it is likely that the irrigation system is monitored and

controlled by an HOA, POA, or other entity.

This level includes a number of roads with regularly spaced lines of trees along the parkway or in the medians. Often trees will be missing in the tree line because of death of the tree from vehicle crashes, road or utilities repair, addition of turn lanes, or disease or natural causes. Trees that are missing will be replaced if funding can be secured through insurance claims or contractor replacement as a result of the contractor's road or utility work. Replacement planting will incorporate the new tree planting philosophy of diversity and less uniform planting lines.

Landscape Cost Share Program- Annually the City Council may approve funding for a landscape reimbursement program as part of the City's budget that will be available to HOAs or other City Council-approved entities that maintain landscaping on City-owned ROW at the Signature level. The eligibility for the reimbursement will be based on this roadway classification. The reimbursement amount will be based on the number of square feet of ROW maintained by the entity. To be eligible to participate in or continue participating in a Council-approved landscape reimbursement program, the HOA or other Council-approved entity must restore or re-establish landscaping within a reasonable amount of time but not to exceed 120 days of an incident causing the need for replacement. If landscape and irrigation improvements are initiated by a private entity, the entity must receive prior approval from the City for the improvements in the ROW. A permit from the City must be issued for the improvements in order for the improvements to be eligible for reimbursement. Xeriscape treatment/installation will also be eligible for the cost share program.

Classic - Roadways designated as Classic may include shade trees and ornamental trees, with very minimal landscaping around signs or intersections. Irrigation systems may exist in the ROW but they belong to an entity other than the City. If the ROW is maintained by an HOA, POA, or other entity, it is solely at that entity's expense.

If the ROW is not maintained by another entity, maintenance may be performed by the City. The maintenance at the Classic level is 24 cycles per year and consists of mowing, trimming, and litter pick-up.

- C. **Flags and Banners** –The City has established a Streetlight Banner and Flag Policy, Policy No. PW-105 (Banner and Flag Policy). Banners are installed only to street light poles as provided in the Banner and Flag Policy. New street lights along “Signature” roadways will be installed at visible intersections according to the CenterPoint specifications and banners installed as set forth in the Banner and Flag Policy. And the City's flag stands will be placed along “Signature” roadways according to the Banner and Flag Policy.
- D. **Traffic Signal Poles** – Decorative (Black) Traffic Signal intersection poles will be the standard within the City limits. The specifications are located within the City Standard Specifications. Galvanized steel traffic signal intersection poles will be the standard within the Industrial Park. Existing galvanized steel intersection poles, not in the Industrial Park, will be included in the City's Capital Improvement Program based on its life expectancy. Life expectancy will be determined by the date it was installed plus twenty (20) years as a minimum.
- E. **Hardscape** - Hardscape elements include sidewalks, curb ramps, concrete pavers and other hardscape structures such as signs or neighborhood entry features.

Curb Ramps - Curb ramps must meet current accessibility standards. Truncated dome pavers are standard and will be Pavestone “River Red” or similar.

Structures - The right-of-way should be kept clear of obstructions. A Freestanding Sign, wall, fence, neighborhood entry feature, or other permanent structure must not be placed or located within a public easement or public right-of-way unless the City gives its written consent to the encroachment through the issuance of a permit or Consent to Encroachment.

Star and Crown Columns can be used by the City to help motorists and residents identify roadways and entryways of Sugar Land.

Concrete pavers -The City is installing concrete pavers on median tips and at intersections for beautification and functionality. Stained or colored concrete may be installed in lieu of pavers where the distance between the backs of curb is 12” or less. The stain color must match the standard paver color – “Antique Red”.

- F. **Water Conservation** - Water conservation should be emphasized with all landscaping and irrigation projects through the use of plants that require minimal water usage (after plant establishment) and properly positioned and angled sprinklers. In order to conserve water, irrigation must not spray onto roadways. All ROW irrigation systems shall follow TCEQ standards, including having a licensed irrigation technician or licensed irrigator on-site when an irrigation system is installed, maintained, altered, repaired, or serviced.

All entities irrigating in City ROW must provide plans and drawings to the City for permitting new irrigation installations according to TCEQ regulations and the City’s Design Standards. All plans must include and show the location of an automatic controller and sensors that prevent the operation of irrigation during rainfall or in freezing weather. All new automatically controlled irrigation systems must include sensors or other technology designed to inhibit or interrupt operation of the irrigation system during periods of moisture or rainfall. Repairs to existing automatic irrigation systems that require replacement of an existing controller must include a sensor or other technology designed to inhibit or interrupt operation of the irrigation system during periods of moisture or rainfall.

Imperial - The Imperial irrigation is controlled by software connected to a weather station. This system also provides the ability to monitor water usage, to automatically shut off irrigation in the event of rain or major leaks and breaks, and to ensure watering only occurs between the off-peak times. The Imperial classification consists of drip sprinklers, bubblers and limited pop-up sprays. Imperial classification irrigation is only used for bed and tree irrigation and does not include watering of turf.

Highway 6 - The Highway 6 classification includes the irrigation of areas owned or maintained by the City of Sugar Land, POAs and HOAs. The sprinkler apparatuses include spray heads, pop ups, drip, and bubblers.

Signature - The Signature classification includes the irrigation of areas owned or maintained by the City of Sugar Land, HOAs, POAs, and other entities. The sprinkler apparatuses include spray heads, pop ups, drip, and bubblers.

The City will make available, through the Utility Fund, a water cost reimbursement program to HOAs purchasing water from the City to irrigate the City's ROW. The reimbursement rate will be established by the City and will be based on drought tolerant materials utilizing smart controller technology.

In order to maximize water efficiency, the City will make available a CIP cost-share program to allow HOAs to change out plant materials in the Signature category to achieve improved water conservation. HOAs, POAs and other entities will be provided with a list of plants from which they can choose to plant in esplanades and other landscaped areas. The plants on this list will consist of those native to this region and climate or that are otherwise conservative in water usage. Additional mulch and rock treatments will also be considered.

Classic - The Classic category includes minimal to no irrigation. The majority of Classic ROW areas are only landscaped with turf and do not require irrigation. The areas that are irrigated are limited to HOA and POA property for small areas such as monuments or small decorative entrances to subdivisions.

- G. **Screening** – Screening creates a visual barrier between adjacent uses. In addition to screening required by the City's Development Code, screening or buffering may be achieved with existing vegetation, fences, walls, earthen berms, hedges, new landscaping or a combination that provides an effective visual barrier during all seasons.

During a Capital Improvement Project, it may be necessary to include screening as part of the project if residential areas are impacted. The impact shall be defined by the engineering consultant during design who shall provide a final recommendation to mitigate the impact. This recommendation must be approved by the City Council. This can be addressed by Hardscape or Vegetation or a combination of both. The following standards shall apply to screen or buffer materials:

Hardscape - The standard appearance for hardscape shall be precast concrete panel walls or "Rock Style". The panels shall be dark brown in color (Sherwin Williams 6089 or approved equal) and the fence posts shall be crème/beige/off-white (or approved equal). The height of the wall shall be a maximum of eight (8) feet unless otherwise determined by the design consultant and approved by the City Council

If the HOA, POA, developer, property owner(s) or other entity desires to modify the hardscape standard, the City may elect to pay the cost of the standard hardscape if the HOA, POA, developer, property owner(s), or other entity agrees to build the wall. The wall shall be designed and constructed according to a recommended height by the HOA's, POA's, developer, property owner's or other entity's engineering consultant. The City shall have a right to review and approve the final design prior to construction of the wall. The wall shall be constructed on private property and not in public ROW.

Vegetation - Screening can lessen the visual intrusion that may otherwise occur within an urbanized area. Even minimal screening can provide an impression of separation of spaces, and more extensive screening can shield one use from the visual impact of an adjacent use. New plant materials shall consist of a combination of deciduous, evergreen, and ornamental trees and shrubs at a density that, at maturity, provides a year round screen and buffer of the subdivision from adjacent roadways and shall satisfy the height and size

requirements of the City's Development Code at installation.

Earthen Berms – Berms may be used in combination with hardscape or vegetative screening. They must be completely covered with turf or other vegetation and shall not exceed a three (3) to one (1) slope to allow for maintenance and mowing.

- H. **Tree Trimming** – Trees located in the City's ROW represent an important aspect of the City's streetscape. Tree trimming and inspection will occur based on the roadway's classification.

Imperial: Streets designated Imperial have large sections of ROW and all plantings will be strategically placed so as to never interfere with the visibility triangle. Trees in these sections will be monitored on an annual basis by City crews and inspected/trimmed on a routine basis by City contractors. These sections will be inspected and trimmed, depending on need, in a five (5) year rotation.

Highway 6: Highway 6 has large sections of ROW and all plantings will be strategically placed so as to never interfere with the visibility triangle. Trees in these sections will be monitored on an annual basis by City crews and inspected/trimmed on a routine basis by City contractors. These sections will be inspected and trimmed, depending on need, in a three (3) year rotation.

Signature: Streets designated as Signature utilize understory plantings and shrubs. Trees planted in these areas should not interfere with street lighting, pedestrian walkways, or the visibility triangle. Trees in these sections will be monitored on an annual basis by City crews and inspected/trimmed on a routine basis. These sections will be inspected and trimmed, depending on need by City contractors or HOAs participating in the Landscape Cost Share Program.

Classic: Generally streets designated Classic have little existing tree inventory. Entryways typically utilize understory plantings and shrubs. Trees planted in these areas should not interfere with street lighting or the visibility triangle. Trees in these sections will be monitored on annual basis and trimmed as occasion may require.

Transition Plan

The City recognizes that this policy is a substantial change from the City's existing policies and practices. For that reason, the City has adopted a transition plan in partnership with impacted HOAs to ensure that the new policy continues to promote and maintain the beautiful streetscapes in Sugar Land. The transition plan will expire in 2015 should the implementation not be complete.

Appendix A

Grandfathering of Existing Private Lighting Systems

The City has previously provided prorated reimbursements to requesting organizations that own private lighting systems used to light the ROW. These systems and the associated reimbursements will be grandfathered under the following program:

1. The reimbursement will be for the operational cost of the equivalent number of standard cobra head streetlights necessary to properly light a street to the City's minimum requirements.
2. The organization will be responsible for the maintenance and operation of the decorative lighting system within the ROW and must keep those lighting systems in good working order and aesthetic condition.
3. The organization will complete a minimum of one inspection per month of all street lighting to assure proper operation. All light outages identified via the inspection program or reported by others will be repaired within 72 hours after notification.
4. The organization will provide annual inspection of all lighting fixtures to evaluate the structural condition and the aesthetic appearance. The organization will take immediate action to correct any structural defects found as a result of this inspection. All work identified to maintain the aesthetics of the fixtures would be completed by the organization within the subsequent year. The results of this inspection will be sent to the Public Works Department.
5. The Public Works Department will strictly enforce the provisions within the program through random inspections to ensure compliance. If the organization does not comply with the terms and conditions of the program, the City may withhold a prorated portion of the reimbursement payment based on the time period the organization did not meet the terms and conditions of the program.
6. This policy will be administered via annual agreements between the City and the organizations. These agreements will continue for successive one-year terms unless either party terminates the agreement by giving the other written notice 120 days prior to the end of the term. Additionally, all street lighting reimbursement agreements are subject to the annual appropriation of funding by the City Council.

POLICY NUMBER 3000-26

Date Adopted _____

Date Effective _____

Sunset Date: _____

RESOLUTION NO. 10-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS,
ADOPTING A POLICY ON NAMING OF CITY FACILITIES AND SUB-FACILITIES.**

WHEREAS, the City of Sugar Land has experienced extensive growth in the last 20 years both within the City and through the annexation of extraterritorial jurisdictions; and

WHEREAS, the growth has made it necessary to build additional facilities and parks in order to continue to provide exceptional service to citizens; and

WHEREAS, the City desires to establish a standardized process, procedures and criteria for the naming of City-owned facilities and property; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That the City Council hereby adopts the following policy:

NAMING OF CITY FACILITIES AND SUB-FACILITIES

PURPOSE

To establish uniform procedures and criteria for the naming of City-owned facilities throughout the City of Sugar Land.

DEFINITIONS

Facility: Major City-owned buildings, parks and trails built for permanent use.

Sub-Facility: Minor City-owned structures within a Major Facility, including but not limited to: swimming pools, pavilions, tennis courts, large water features, trail sections or meeting rooms.

POLICY

General Naming Criteria and Guidelines.

In order to be considered a qualifying name, the proposed name must meet one of the following criteria:

- A. Be descriptive of geographic location, a significant natural feature in or near the facility, or an adjoining subdivision, street, or school.
- B. Commemorate historical events, groups or individuals that are of continued importance to the city, region, state, and/or nation.
- C. Individuals who are deceased and have a history of performing exceptional community service or contributions to the facility's best interest may be recognized with a named facility under the following conditions:
 - a. Involvement in a leadership role in civic organizations which are devoted to community improvement.
 - b. Assistance to the underprivileged as well as people with physical or intellectual disabilities.
 - c. Actively promoted and directed effective programs for youth or senior citizens within the community.
 - d. Actively promoted and directed community events and activities which have enriched the quality of life within the community.
 - e. Actively promoted and directed efforts to improve the aesthetic appearance and environmental quality of the community.
 - f. Led efforts to collect, promote and retain the historical heritage of the community.
- D. Individuals who made significant contributions to the acquisition or development of the facility in accordance with the City's Capital Donations Policy.
 - a. If a facility is named to commemorate or honor an individual or group, the scale of the facility to be named should match the stature, characteristics and contributions of the individual. The threshold for considering the naming of a facility after a donor, benefactor or group will include one or more of the following:
 - i. Land for the majority of the facility was deeded to the City.
 - ii. Contribution of a minimum of 50% of the capital construction costs associated with developing the facility.
 - iii. Provision of an endowment for at least 50% of a facility's estimated useful life for the continued maintenance and/or programming of the facility.
 - iv. The City Council may alter these guidelines if deemed necessary.
 - b. The City reserves the right to utilize criminal background checks as part of the vetting process in order to establish an honoree's good character.
- E. Recognize organizations involved in a public-private partnership with the City of Sugar Land that have made significant financial or capital contributions to the acquisition or development of the facility.
- F. Have historical, cultural or social significance for future generations.
- G. Research indicates that the area around the facility, or the facility itself, has been commonly named in an unofficial capacity by residents.

Restrictions on the Naming of Public Facilities and Sub-Facilities.

- A. Duplication of other facility names in the City shall not be considered.
- B. To minimize confusion, facilities will not be subdivided beyond the level of sub-facilities for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. (This does not apply to different parks within an overall park system, e.g. Sugar Land Memorial Park and the Brazos River Park.)
- C. Facility names that might be considered discriminatory or derogatory will not be considered.
- D. Facility names will not advocate a current political figure, political affiliation, ideology or religion.

PROCEDURE

Guidelines for Naming Process

Naming of Major Facilities

- A. The naming process for a facility will automatically be initiated with the City Council's approval for the design, construction or acquisition of a facility.
- B. The City will utilize a Council Facilities Task Force to facilitate the naming of facilities.
- C. A permanent name for the facility should occur no later than the 50% completion mark in the construction or acquisition process.
 - a. Prior to the permanent naming of a facility, the location shall be referred to by its address or location designation (i.e. Matlage Community Center) until such a time as the facility is given an official name.
- D. The Council Facilities Task Force is to conduct the naming of a facility according to the following steps:
 - a. The facility naming process is initiated with the approval of the design, construction or acquisition of a facility.
 - b. The City Council shall choose from a variety of sources for name recommendations (i.e. Council member, staff or donor recommendations, historical review of the site, recommendations from the Parks Board, recommendations from previous owners, etc.). Names may be requested or suggested by citizens and/or groups by submission via the Mayor, City Council or City Manager
 - c. Names may be submitted by the departmental owner of the facility, executive management, the Mayor or members of the City Council.
 - d. All names for City facilities will be approved by a majority City Council vote regardless of the source of the name's recommendation.

Naming of Sub-Facilities

- A. All requests for the naming or renaming of a sub-facility shall be made in writing to the Director of Parks and Recreation for parks sub-facilities or to the City Manager for all other sub-facilities. Written requests for the changing of a sub-facility's name should contain the following minimum information:
 - a. The proposed name.
 - b. Reasons for the proposed name.
 - c. Written documentation indicating community support for the proposed name (if applicable).
 - d. If proposing to name a facility within a park, include a description/map showing the location of the facility.
 - e. If proposing to name a facility after an individual, group, donor or benefactor, include documentation of that person or group's significance and good reputation in the City's, State's, or Nation's history. Please refer to the commemorative naming conditions for an individual found in this policy.
- B. Upon receipt of a naming request, the Director of Parks and Recreation or City Manager will:
 - a. Review the proposed request for its adherence to the policies of the City of Sugar Land.
 - b. Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- C. When deemed appropriate, the City Manager will recommend the Facilities Task Force review sub-facility renaming suggestions when deemed appropriate.
- D. The Facilities Task Force will review the sub-facility naming request at a Facilities Task Force meeting and make a recommendation to the City Council; in all cases, the City Council will have the prerogative of accepting or rejecting the final proposal.

Guidelines for Re-Naming Process.

- B. The renaming of major or sub-facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical of examinations so as not to diminish the original justification for the name or discount the value of the prior contributors.
 - a. Parks or other facilities named by deed restriction shall not be considered for renaming.
 - b. Parks and facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a facility would not be in the best interest of the community.
 - i. Exceptions may be granted for changes in use of facilities or for facility demolitions.
- C. If it is decided that it is in the best interest of the City to rename a major or sub-facility, it must be renamed in accordance with the criteria and guidelines outlined in the procedures of this policy.

Plaques, Markers and Memorials.

- A. Plaques, markers and memorials may be incorporated into a facility or sub-facility during the design phase of the project. Plaques, markers and memorials that are incorporated into the design of a facility will be subject to the same oversight and controls inherent to the project.

B. Plaques, markers, and memorials added to a facility or sub-facility after its completion and opening will be designed and installed according to the City's Dedication Plaque Policy.

ACCOUNTABILITY

The City Council shall have the authority to name City-owned major facilities, as well as all City-owned sub-facilities, according to the procedure and criteria established by this policy.

Section 2. That Resolution No. 98-40, Policy No. 7000-03 is repealed.

PASSED AND APPROVED on _____.

James A. Thompson, Mayor

ATTEST:

Glenda Gundermann, City Secretary

APPROVED:

Joe Morris, City Attorney